

## **Community Early Childhood Councils** **Frequently Asked Questions (F.A.Q.)**

### **1. Why have CECCs?**

Although collaboration is critical at the federal and state level, direct services for families and children happen or don't happen at the local or community level. The creation of CECCs provides a vehicle to develop that important collaboration at the local level. It provides a mechanism for attracting additional resources to meet the early childhood needs of a community. It also provides a means for local stakeholders to provide input to state policy makers and planners on the Early Childhood Development Plan that is developed by the Early Childhood Development Authority.

### **2. How are CECCs created?**

House Bill 706 designates Family Resource Youth Service Center (FRYSC) and Child Care Resources and Referral Agency (CCRR) staff with the responsibility of convening Community Early Childhood Council. Conveners and others in the service area are encouraged to use local knowledge of their communities to identify any existing collaborative groups that focus on young children and their families in whole or in part. Please visit <http://kidsnow.ky.gov> for more information and a copy of House bill 706.

### **3. Do the CCR&Rs and FRYSCs continue to act in the capacity of conveners in perpetuity for the purpose of appointing new council members when terms expire or there is the need to fill vacant unexpired terms?**

No. CCR & Rs and FRYSCs have the responsibility to convene the group. After the CECC is convened, the Council will make all appointments and re-appointments.

## **MEMBERSHIP**

### **4. Who are the members of a CECC?**

Members may be appointed who represent local agencies and organizations, including but not limited to the organizations or agencies specified in HB 706 and listed below. Each agency or organization may not have more than one (1) member on the CECC. A broad based group should be invited including but not limited to:

Early Childhood Advocate  
Faith Community  
School District  
Family Resource Centers  
Military  
Head Start  
Child Care  
Child Care Resource and  
Referral Agencies  
Child Care Consumer

County Extension  
Dept. for Public Health  
Higher Education  
United Way  
Public Library  
Civic Organization  
Family Literacy Agency  
Regional Training Center  
Community Action  
Government

Business Community  
Home Schooling Association  
Health Care Professional  
Foster or Adoptive Parent  
Agencies serving children  
with disabilities  
Home Visitation Agency

### **5. Regarding the composition of CECCs, House Bill 706 lists 27 agencies, representatives or individuals who may be members of a CECC. Do all these members have to be part of a CECC?**

No, it is recognized that not every service area of a CECC will have all the agencies and organizations listed in the legislation. CECCs membership should range from 7 to 27 members.

**6. What are the requirements for term limits for Council Members and membership make up?**

HB706 outlines the following requirements in the forming and functioning of a CECC:

A council shall be composed of no fewer than seven (7) and no more than twenty-seven (27) members.

Members may be appointed who represent local agencies and organizations, including but not limited to the organizations or agencies listed [in HB706], with no more than one (1) member from each agency

(2) Members shall serve on a community early childhood council on a voluntary basis and receive no compensation or expense reimbursement for their service.

(3) (a) Members shall serve for a term of two (2) years and until their successors are appointed, except that for those members initially appointed, the terms shall be as follows:

1. One-third (1/3) of the members shall be appointed for three (3) years;
2. One-third (1/3) shall be appointed for two (2) years; and
3. One-third (1/3) shall be appointed for one (1) year.

(b) Vacancies shall be appointed for unexpired terms in the same manner as original appointments.

**7. If conveners wish to appoint members other than those of the specific designations listed in HB706, how do they determine who those members are and how do they determine membership for purposes of voting?**

HB706 clearly states that conveners "... may be appointed who represent local agencies and organizations, including but not limited to the organizations or agencies listed [in HB706] with no more than one (1) member from each." Conveners have the authority to identify those local agencies and organizations that may provide additional members. Conveners are encouraged to engage other potential members in discussions and "brainstorming" sessions to determine those additional members and the expertise and knowledge in identifying and addressing the early childhood development needs of young children and their families for the community the council will serve. Conveners should ensure diversity in council membership. An organization or agency should have only one voting member represented on the CECC.

**8. Is it okay for a CCR&R employee to serve on the Council of two counties? Is it okay for one CCR&R employee to serve on two or three Councils after they are formed?**

Yes. This does not dilute the intent of HB 706 legislation or the Early Childhood Development Authority to ensure diversity of Community Early Childhood Council (CECC) membership.

**9. What is the role of Quality Enhancement Initiative staff (STARS Quality Coordinators and Professional Development Counselor) in the local CECCs?**

Every council is assigned one primary QEI staff representative. The primary QEI representative to the CECC is expected to attend meetings on a regular basis. In the event that the primary QEI staff representative cannot attend a meeting where vital information related to QEI services and supports will be discussed, the secondary contact for the CECC should attend as their delegate.

The primary role of the QEI staff on CECCs is to provide information about the QEI program and supports available. Since **one** primary QEI representative participates in a Council (either an SQC **or** PD), this person is responsible for representing both components of QEI—STARS and Professional Development. If he or she does not have specific information to answer a

question or provide input on an issue, they can offer to gather the information for the next meeting, or if appropriate, request that another QEI staff person attend the meeting to provide more detailed information. A current list of QEI contacts per CECC will be provided to the Division of Early Childhood Development at KDE, and will be updated on a regular basis. Staff may serve as a voting member of the council if requested or appropriate. Due to the additional time requirements for CECC Leadership positions, QEI staff should not assume a leadership position in the council as part of their QEI roles and responsibilities. Leadership roles include any that require commitments that are above and beyond attendance at the regular meeting; e.g., chair, secretary, agenda planning, minute taking, trainings, additional meetings, etc.

**10. What are the expectations for the QEI staff related to CECC Grant Proposal Development?**

QEI staff cannot participate in the actual grant writing process for CECCs. QEI staff can provide general program information to the CECC for inclusion in their specific applications (e.g., number of STAR rated centers in the region or county, number of scholars, etc.).

If a council needs more specific information about QEI services in general, they should be directed to contact central office staff, which can provide standard information.

QEI staff has a responsibility to support all CECCs. Therefore, they cannot demonstrate bias towards one CECC over another in terms of information provision or support.

All requests for specific services or supports by QEI staff as part of the proposal writing process that go beyond basic services provided to all providers across the state, must be negotiated with the QEI program management staff at UK.

**11. What if there is an existing group in a community that works on early childhood issues?**

The intent of the CECCs is not to duplicate existing groups or councils within a service area. Conveners are encouraged to use local knowledge of their service areas to identify any existing collaborative groups, such as District Early Intervention Committee (DEICs) and Preschool Interagency Planning Council (PIPCs), that deal with early childhood education in whole, or in part. Conveners should discuss the willingness of the existing group to adopt additional membership and any other requirements of Councils as outlined in legislation. If the existing group members are agreeable to meeting the requirements of a Council, then conveners should proceed with the process of inviting additional members and determining term limits. If no existing group is identified or is agreeable to expansion, the conveners should proceed with the forming of a Council.

**12. Are there “conflict of interest” questions to consider in conducting CECC activities?**

Yes. If the Councils are preparing grant applications, they will need to assure that no member of the CECC receives any direct benefits. If a voting item or issue comes before the council that could benefit a member, or the agency or organization they represent, that member should abstain from voting on that item or issue.

## **CECC LOCATION AND SERVICES**

**13. Where can a CECC be located?**

Ultimately, CECCs service areas will cover all 120 counties in the Commonwealth of Kentucky. A service area can be no smaller than a county, however, counties are given the option of joining with other counties to form one single service area. Service areas that are composed of more than one county will have one Council representing that service area.

**14. Can a CECC incorporate as a non-profit?**

A CECC may incorporate as a 501(c)(3) organization, but it is not necessary in order to carry out the purpose, planning or activities of the council as identified in legislation. A CECC may decide to incorporate if they determine it is beneficial for them.

**15. Can a CECC provide direct services?**

No, CECCs were designed to be a collaborative, coordinating body for services to young child and their families at the local level. The intent in the creation of the CECC is not to add another direct service provider to the community.

**16. To what extent can Public Preschool and Head Starts participate in CECC activities?**

Public Preschool and Head Start are strongly encouraged to be supportive members in CECCs. In regards to utilizing CECC funding, the funding is specifically for licensed and certified homes. If programs with federal and or state funding, which are licensed or certified have allocations for activities being conducted through the CECC, they must use their agencies funding.

## **FUNDING SOURCES**

**17. Where do the funds and resources come from to fund the CECCs activities?**

The funds and resources necessary for the CECC to carry out its purpose, planning, and activities must come from the service area of a Council. Federal, state, and private funds may be available on a competitive basis to fund initiatives in service area.

**18. If a Council does not receive KIDS NOW funds, does that effect council meetings, mission, and goals?**

It should not change the meetings, mission or goals. The priority of the mission, goal, and scope may reorganize.

## **RFA REQUIREMENTS**

**19. What are the main components of the Kentucky Department of Education Request For Application (RFA)?**

The most important thing to remember is to follow the directions outlined in the RFA. All necessary components will be outlined in detail. However, CECCs are encouraged to be creative in their responses to the RFA. Remember that training will be provided to assist with responding to the RFA, but it is the unique experiences, ideas, and continuing efforts of the community that will move the RFA past the technical requirements. Regardless, one can anticipate that all RFAs will include the following:

- Information from all counties (earmarked and competitive) regarding an assessment of their resource and needs.
- Develop innovative approaches to improving early care and education (defined as care arrangements outside the home).
- Address innovative approaches to increase child care providers participation in STARS for KIDS NOW Quality Rating System.
- Develop a plan of action reflective of the findings of the assessment.
- Demonstrate a manageable and financially sound methodology.
- Identify the impact on the desired outcomes.
- Identify and demonstrate collaborative new partnerships within the early childhood community.
- Identify the impact on a significant number of children.
- Document sustainability within the service area after funding lapses.  
(Each state Fiscal Year has its own Request For Application)

**20. Who should be a Fiscal Agent?**

The fiscal agent must be a government agency such as a school, public library, health department, local government, e.g. county judge executive or mayor.

**21. Does each person have to be in the presence of the Notary Public for signing the Cover Page of the RFA?**

Yes, Signatures must take place in the presence of the Notary Public. If the Chair Person and Fiscal Agent cannot sign at the same time, two Notary Publics can be used (i.e. the chair person can sign in front of one Notary Public, send the document to the Fiscal Agent, and the Fiscal Agent signs in front of another Notary Public.)

**22. When writing the RFA Grant, how many years must you describe for “previous years’ summary”?**

This part of the grant has does not address a specific period of time. If you have ongoing projects that have lasted several years, then please report on all the project years and the progress that has been made. For projects that last yearly, please tell about the most current projects to identify your sustainability and activities.

**23. How many Council Members can attend the Annual Meeting, using KIDS NOW Funding?**

The RFA states that Councils are obligated to allot funding for 2 representatives of a Council to attend the Annual Meeting. If a Council would like to send more than 2 representatives, then the additional representatives must pay for their own expenses.

**24. What are the KIDS NOW Grant Coordinator responsibilities, qualifications and salary?**

Personnel should have an early childhood background unless it is strictly a clerical position. The wages must reflect the prevailing part time wage for that community.

## **ASSESSMENT**

**25. What are the recommended assessment tools identified in the Building A Strong Foundation for School Success: Kentucky’s Continuous Assessment Guide ([www.kidsnow.ky.gov](http://www.kidsnow.ky.gov)) that may be purchased by the early childhood programs through Community Early Childhood Councils’ mini-grants?**

*Recommended Screening Instruments include:*

Ages and Stages Questionnaire (ASQ)  
Ages and Stages Questionnaire – Social Emotional  
Batelle Developmental Inventory-2  
Brigance Infant and Toddler Screen  
Brigance Early Preschool Screen  
Brigance Preschool Screen  
Denver II

Developmental Observation Checklist System (DOCS)  
Early Screening Profile (ESP)  
Learning Accomplishment Profile (LAP-D) Screen  
Developmental Indicators for the Assessment of Learning (DIAL III)

*Recommended Classroom/Instructional Instruments include:*

Assessment Evaluation Programming System (AEPS)  
Transdisciplinary Play Based Assessment (TPBA)  
Brigance Inventory of Early Development  
The Creative Curriculum Developmental Curriculum  
The Creative Curriculum for Infants, Toddlers, and Twos  
The Carolina Curriculum for Infants and Toddlers with Special Needs

The Carolina Curriculum for Preschoolers with Special Needs  
Hawaii Early Learning Profile  
Early Learning Accomplishment Profile (E-LAP)  
Learning Accomplishment Profile III (LAP-III)  
The Work Sampling System (WSS)  
The OUNCE Scale  
High Scope Child Observation Record (COR) for Infants and Toddlers  
High Scope Preschool Child Observation Record (COR)

Programs will be able to purchase approved assessment tools only after attending assessment training from Training into Practice Project (TIPP) [www.ihdi.uky.edu/tipp](http://www.ihdi.uky.edu/tipp) Information and registration information is available at this website.

**26. May the Community Early Childhood Councils purchase approved assessment tools?**

Approved instruments are to be purchased through a mini-grant system for providers. The purchase is to be completed upon completion of the Council's mini-grant application and submission of a copy of the Certificate of Completion provided by the Training Into Practice Project (TIPP). [www.ihdi.uky.edu/tipp](http://www.ihdi.uky.edu/tipp)

**27. Who may use the assessment tool for children?**

Every early childhood program/instructional program should be implementing the KY Early Childhood Continuous Assessment System. That system includes screening, referral to diagnostic assessment when appropriate, conducting a classroom/instructional assessment, and program evaluation. *Building Foundation for School Success: Kentucky Early Childhood Continuous Assessment Guide* provides information, resources, and crosswalks to support development and/or refinement of a continuous assessment system, which leads to improved instruction and improved child outcomes.

**28. Is it mandatory for providers who participate in STARS for KIDS NOW to implement an assessment system in their program?**

As stated in the previous answer, all quality early childhood programs should have a continuous assessment system in place. At this time, having a continuous assessment system in place is not a requirement of STARS for KIDS NOW participation.

**29. Can the council purchase assessment tools for Early Childhood Mental Health programs to utilize in screening child care children?**

No. This is duplication as communities have access to other programs for this. Only approved screening and classroom/instructional instruments can be purchased with KIDS NOW funds.

**30. Is the TIPP assessment training the only training providers can attend?**

Yes, if early childhood programs want to access the KIDS NOW Community Early Childhood Council funds to purchase approved instruments, staff of the programs must submit proof that they have attended the TIPP screening and/or classroom/instruction training, which is an overview of the approved tools. Please visit [www.ihdi.uky.edu/tipp](http://www.ihdi.uky.edu/tipp) for more information. Additional training is available to programs to expand their skills and knowledge in the area of early childhood assessment. Please refer to the *Kentucky Early Childhood Continuous Assessment Guide* on [kidsnow.ky.gov](http://kidsnow.ky.gov).

Appropriate, continuous assessment of early childhood programs is a complex subject. Universities, and community colleges have courses that provide skills and knowledge in early childhood assessment. KIDS NOW Scholarship dollars can be accessed to enroll in these courses. In addition the Regional Training Centers have staff qualified to provide training on approved assessment tools. Some CCR&R's may have trainers who meet the publisher requirements to provide specific training.

**31. Can Community Early Childhood Councils use KIDS NOW state funds to purchase assessment instruments that are not on the approved list?**

No. Community Early Childhood Councils can use state dollars to purchase only approved screening or classroom/instructional tools.

**32. Can the Community Early Childhood Council members use KIDS NOW funds to attend assessment training provided by TIPP?**

The target audience for the TIPP assessment training is directors and lead teachers of child care programs who will be deciding on appropriate instruments for their programs and implementing or refining an early childhood continuous assessment system. Others may register for the training, but Community Early Childhood KIDS NOW funds should not be used to pay for training of Council members who are not staff of child care programs implementing or planning to implement an early childhood continuous assessment system.

**USE OF FUNDING**

**33. Are after school programs eligible for KIDS NOW Community Early Childhood Councils' funds?**

KIDS NOW Community Early Childhood Councils funds are to be used by programs that are licensed or certified. Funds may be used by after school programs as long as they are licensed. The Council's funds are meant to improve the quality of all programs including those providing care beyond age five. Program improvements are still tied to Environment Rating Scales, in this case the School Age Care Environmental Rating Scale.

**34. Must the councils purchase equipment and or materials (e.g. in a mini-grant activity) from only one vendor?**

No. There is no restriction as to which vendor Councils may use. Councils and programs may use many different vendors to meet their equipment and materials needs. THERE ARE NO APPROVED VENDORS. As always, ALL purchases for classroom materials must be approved by the Division of Early Childhood Development BEFORE the purchase, contact Katie Williams at 502-564-8341, [Katie.williams@education.ky.gov](mailto:Katie.williams@education.ky.gov).

**35. Is there a limit to the cost of one item purchased through the CECC funding mini grants?**

No, there is not a cap. Materials, which increase quality, vary in cost. Any materials or equipment must increase quality in the child care facility.

**36. What procedures should Councils follow for materials approval?**

All orders must be pre-approved by the Division of Early Childhood Development. This helps to ensure that developmentally appropriate materials are being purchased with the KIDS NOW dollars. Councils purchase the materials and distribute them only after approval. Contact Katie Williams at 502-564-8341, [Katie.williams@education.ky.gov](mailto:Katie.williams@education.ky.gov)

**37. What is the definition of consumables and basic equipment? What if the basic equipment is essential to improve provider's score on an Environmental Rating Scale?**

Basic equipment includes mats, cots, high chairs, tables and chairs. Consumable supplies include anything that can be "used up" and must be replaced. Examples of consumables include paper, paints, crayons, clay, playdoh, etc. If any basic equipment, such as low shelves, is requested, it must be tied to a need identified in an Environment Rating Scale evaluation.

**38. Can the KIDS NOW Councils funds' be used for playground surfacing?**

Yes, however these surfaces are expensive and may have a short life. It is recommended that the early childhood programs provide matching funds.

**39. Who receives the KIDS NOW dollars to purchase equipment and materials?**

Payment is made directly to the vendor for materials distribution through mini-grants to programs. Checks are not distributed by the Council for the purchase of materials to early childhood programs.

**40. Can the Community Early Childhood Council place requirements for providers such as attending a council meeting in order for them to participate in the KIDS NOW Council activities e.g. mini-grant?**

No. The only requirements that Councils can adopt are the ones approved and authorized by the Request For Application Document.

**41. Can CECC KIDS NOW funds be used with other funds to accomplish a goal?**

In broad terms, a Council must check with the Division of Early Childhood Development to ensure that the purpose ties back to the goals of improving quality for children in centers and homes, and is stated in their proposal for funding.

**42. Can the Community Early Childhood Council KIDS NOW fund development of display board for their council?**

Yes, if the materials are for the purpose of building sustainability, awareness and are part of the RFA. Cost cannot exceed the amount of \$500.00.

**43. Can council funds be used to purchase items from a yard sale, flea market or other unstructured vendor?**

No. Any purchases for materials using CECC grant funding must be pre approved. Also, any vendor used for purchases must supply receipt of purchased goods.

**COUNCIL SUPPORT OF PROFESSIONAL DEVELOPMENT**

**44. Can Council provide training to child care providers, using council funds?**

Yes, as long as it follows the guidelines set forth in the RFA: *"Pay an early childhood credentialed trainer fees for appropriate professional development. Proposal must explain why specific credentialed trainer is being used, **how this training is not a duplication of service**, and how the training is going to benefit the area based on a show of need from the needs assessment data contained in this proposal."*

**45. What would be considered a duplication of services pertaining to training?**

A duplication of services is any service that is already being provided. Services differ in each local area. In regards to training: (1) the CECC Needs Assessment must show a need for training in their area (preferable a targeted subject); (2) the CECC should have open communication with the agencies through which these trainings may be offered; (3) if training needs to be offered, it is highly recommended that collaboration with supporting agencies takes place.

**46. Can CECCs charge for trainings that they sponsor?**

Yes, CECCs can charge participants a minimal fee. Those monies can be used to supply refreshments at the trainings, used for sustainability of future activities, or in various other ways to benefit the early childhood community.

**47. In what ways can CECCs collaborate to enhance training opportunities?**

Collaboration with local training agencies is strongly encouraged. Community Early Childhood Councils can provide stipends for child care providers to attend already existing trainings, orientations, and conferences that would enhance their professional development. The CECC can offer materials/resources to enhance trainings for the participants from their service area.